

Didja Know?



- I called Carlson Wagonlit Travel to book my flight.
- How does the ticket information get in DTS?
- Follow these instructions and you can solve the “mystery”.



You can begin creating your Authorization before you call 1.866.832.8692 to book your flight with Carlson.

Just don't "Sign" it until you have added your flight information in DTS.

Here are the print shots that can help you make it happen.

AND after your Authorization has been approved, you will need to fax it to Carlson. 1.866.786.9828.

Logged In As:
 Traveler Name:

Document Name: DCROSSLY 61409_A01 Screen ID: 1064.3
 Document Type: Authoriz

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Defense Travel System
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Preview Trip

Review the details for this trip below
 DoD mandates split disbursement for

Once you have created your
 Authorization, Click on the "Travel"
 icon as shown above.

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

None

Comments from the Travel Agent:

Air Comments: CTO BOOKED-PLS REVIEW SEGMENT DATES AND TIMES

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

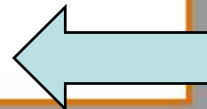
Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: TRAINING ATTENDANCE



Defense Travel System

Welcome to the DTS re-designed
reservation system.



Watch the scrolling candy cane...
you are getting sleepy...sleepy....sleeee
Zzzzzzzzz

Logged In As: [DOROTHY G CLARK](#)

Document Name: DCROSSLYNVA061409_A01

Screen ID: 1200

[Close Window](#)Traveler Name: [DOROTHY G CLARK](#)

Document Type: Authorization

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Trip Summary

[Final Trip Itinerary](#)

DTS Detailed Travel Itinerary for DOROTHY G

Travel / TDY Information:

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: TRAINING ATTENDANCE

Trip Description: TECH TNG 845-6292 PAA TRAINING PNR Locator: JHFXSN

Location - 1 ROSSLYN,VA Time Zone: EST (06)

Leave From: RES: TOPEKA,KS

Arrive: 14-Jun-09

Leave: 17-Jun-09

14-Jun-09

Air:

Midwest - Flight: 2099

01:35 PM MCI-Kansas City, MO
(USA) (Int'l. Apt)**04:55 PM** DCA-Washington, DC
(USA) (National Apt)

Depart:

Sun 14-Jun-09

Arrive:

Sun 14-Jun-09**Non-Stop Flight**

Seat:

17BAir Confirmation: **DCYX*BFBTXK**

Frequent Flyer:

Special Requests:

17-Jun-09

Air:



Other Trans.

Trip Summary

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star** (*) indicates a field is required.

* Type:

-- Select --

* Description:

-- Select --

*

#2

#1

* Ticket Value:

Comm Air (Central Bill)

#3

Cost:

(If different from
ticket value)

* Departure Date

(mm/dd/yyyy):

Issue Date

(mm/dd/yyyy):

* Ticket Date

(mm/dd/yyyy):

CBA Label:

Check out the drop down menu

#1 If you do NOT have a GVT travel card, select Comm Air (Central Bill)

#2. If you have a GVT travel card, select Comm Air (Indiv Bill)

#3 While you are at it, update the CTO Fee (xxx Billed)

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star** (*) indicates a field is required.

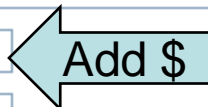
* Type:	<input type="text" value="-- Select --"/>
* Description:	<input type="text"/>
* Ticket No:	<input type="text" value="See Attached Ticket 1"/>
* Ticket Value:	<input type="text" value="0.00"/>
Cost: (If different from ticket value)	<input type="text" value="0.00"/>
* Departure Date (mm/dd/yyyy):	<input type="text" value="05/13/2009"/>
Issue Date (mm/dd/yyyy):	<input type="text"/>
* Ticket Date (mm/dd/yyyy):	<input type="text" value="05/08/2009"/>
CBA Label:	<input type="text"/>

Trip Summary

Overall Starting Point

Now add the amount of that ticket
Ca-ching!

Arrive: 13-May-09





Mission accomplished on adding in the price of your ticket.

But.....



- Now you need to finish up your Authorization.
- It ain't over till it's SIGNED.

Logged In As:
 Traveler Name:

Document Name: LBKSRISALINA051409_A01
 Document Type: Authorization
 Screen ID: 1059.1

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Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

SIGNED

Click

Routing List:

HRO TECH TRVL

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To	By	Level

Document History

Status	Date	Time	Name	Remarks



You can breathe a sigh of relief that this Authorization has moved out of your area and down the DTS Super-Highway.

Now start packing your bags!